THE BOROUGH OF
COLLEGEVILLE

"A GREAT PLACE
TO COME *Home* TO"

RESIDENTIAL RESALE USE & OCCUPANCY APPLICATION
COLLEGEVILLE BOROUGH

The Use & Occupancy fee pays for an initial inspection and one (1) follow-up inspection, if necessary. Additional fees will be charged for all subsequent inspections. Fee schedule is available on our website. Permit fees are not refundable. Check for $125 payable to Collegeville Borough.

PLEASE REVIEW THE INSPECTION CHECKLIST ATTACHED

Sale of residential property also requires a Sewer Inspection. Applicant must contact Collegeville-Trappe Municipal Authority at 610 .489.2831 to schedule that inspection. That inspection has a separate fee due to the Authority. *Please note that this inspection does not have to occur first, but that a U&O certificate will not be issued without verification that this CTMA inspection has passed.*

_____

Signature of Applicant to acknowledge above   Date

PROPERTY ADDRESS:

_____

Existing use: ☐ Owner occupied   ☐ Rented   ☐ Vacant
Proposed use: ☐ Owner occupied   ☐ Rental Occupied (rental license req)   ☐ Vacant
Finished basement: ☐ Yes   ☐ No   ☐ Partial
Single Family   ☐ Yes   ☐ No
APPLICANT: ☐ Realtor for Seller   ☐ Property Owner   ☐ Realtor for Buyer

Property Owner:
Name:

_____

Address:

_____

Phone # & Email:

_____

Collegeville Borough ◊ 491 E Main St ◊ Collegeville, PA 19426

Realtor Name & Brokerage:

_____

Phone# & Email:

_____

Buyer Information (Required)
Name:

_____

Phone # & Email:

_____

Settlement Date:

_____

Borough Use Only:

$_____   Date received: _____

Parcel ID#: _____

License #:   _____

COLLEGEVILLE BOROUGH

610.489.9208 ® info@borough.collegeville-pa.gov

Date of inspection: _____

Address: _____

Interior stairs/handrails	pass ☐	fail ☐	_____
Smoke detectors	pass ☐	fail ☐	_____
Carbon Monoxide detectors	pass ☐	fail ☐	_____
Locking devices on doors	pass ☐	fail ☐	_____
Fire Extinguishers	pass ☐	fail ☐	_____
Req means of egress	pass ☐	fail ☐	_____
Clothes dryer vented	pass ☐	fail ☐	_____
GFI receptacles	pass ☐	fail ☐	_____
House number	pass ☐	fail ☐	_____
Exterior stairs/rails	pass ☐	fail ☐	_____
Accessory structures/fences	pass ☐	fail ☐	_____
Weeds/overgrowth	pass ☐	fail ☐	_____
Trash/debris	pass ☐	fail ☐	_____
Sidewalks/curbs	pass ☐	fail ☐	_____
Driveway/parking	pass ☐	fail ☐	_____

Passed inspection   yes ☐   no ☐

Re-inspection required   yes ☐   no ☐

Inspector: _____